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DEC 8 1954

MEMORANDUM FOR: Assistant Director for Personnel

ATTENTION : Chief, Placement and Utilization Division

SUBJECT

: Mr. [REDACTED]

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1. In confirmation of recent discussions between the undersigned and Mr. [REDACTED] Chief, Placement and Utilization Division, the Deputy Director (Administration) has requested that he be notified of each position in the DD/A components for which subject employee is qualified and which would represent a suitable assignment for subject employee. It is requested that those positions which are presently encumbered be listed separately.

2. It is further requested that the undersigned be informed of any proposed action which would encumber any one of the positions cited above.

SIGNED

[REDACTED]  
Special Assistant to the  
Deputy Director (Administration)

25X1A9a

SA-DD/A:DST:dlc (8 Dec 54)  
Distribution:

cc: Assistant Deputy Director (Administration)

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